







Follow these guidelines in writing

- Respect the intended audience.
- Include only the information needed to convey the behavioral objective.
- ▶ Organize topics in the order the reader will use them.
- Present the most important points first and last.
- ▶ Group information into chunks, with a clear, ordered format.

Whole Food Is Medicine Your Life, Your Health

Follow these guidelines in writing

- ▶ Give the reader an action step to take right away.
- Use short sentences and paragraphs.
- Write in the active voice.
- Clarify concepts with examples.
- Avoid jargon, technical terms, abbreviations and acronyms.
- AVOID USING ALL CAPS.

Whole Food Is Medicine Your Life, Your Health

Rewrite the following:

- ➤ The Dietary Guidelines for Americans recommends a half hour or more of moderate physical activity on most days, preferably every day. The activity can include brisk walking, calisthenics, home care, gardening, moderate sports exercise, and dancing.
- Do at least 30 minutes of exercise, like brisk walking, most days of the week.

Whole Food Is Medicine Your Life, Your Health



The problem with ambiguous writing



Whole Food Is Medicine
Your Life, Your Health

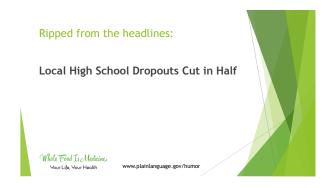
















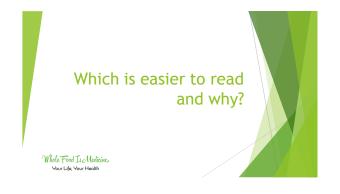




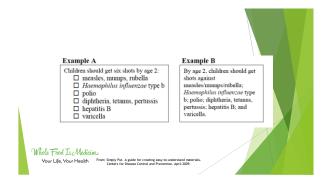












Paragraph A
This column is only 20 to
25 characters long and is
hard to read. Your eyes
jump back and forth too
much and quickly get
tired.

Paragraph B
This column is the best length. It is 40 to 50
characters long. Your eye can return to the
beginning of the next line casily, and it doesn't
jump back and forth every much. Try to design
your materials like this one

Paragraph C
This paragraph is hard to read because the lines are too long. After reading
one line, your eyes have to move back across the entire page to find the
work of the control of the co















